



TRANSPORTATION IMPROVEMENT BOARD

INCREASE REQUEST GUIDELINES

COMPARE PROJECT SCOPE, ORIGINAL VS. CURRENT

- Identify the major cost items
- Identify the cost saving measures instituted
- Are there any design features that could be omitted or scaled down?
- Use charts and/or current aerial photos for display, and supply handouts at the committee meeting

ENUMERATE VALUE ENGINEERING STUDY RECOMMENDATIONS AND WHAT PARTS ARE BEING IMPLEMENTED (TOTAL \$) (if applicable).

TIB STAFF WILL INTRODUCE THE PROJECT TO THE COMMITTEE, AND THEN TURN THE MEETING OVER TO THE AGENCY TO PRESENT THE INCREASE REQUEST.

- The committee agenda provides about 30 minutes for each agency, use 15-20 minutes for your presentation, and allow about 10 minutes for questions
- Be prepared to answer the question "What if TIB grants half of the increase request?" (Does the project still go ahead?)
- If transit is involved, have they contributed significantly?
- If WSDOT is involved, have they contributed significantly?
- The lead agency must be at the Committee meeting, WSDOT should be there if applicable, other agencies involved in the project should attend at the lead agency's discretion.
- The lead agency should be prepared to answer detailed questions on the project. The committee is very knowledgeable on transportation projects.
- Can the scope of work for project be reduced and still have a functionally useful project?

THE **INCREASE COMMITTEE** WILL RECOMMEND TO THE BOARD THE AMOUNT OF THE INCREASE. THE AMOUNT SHOWN ON THE INCREASE WORKSHEET IS CURRENTLY THE MAXIMUM ALLOWED, THE INCREASE ACTUALLY APPROVED MAY BE LESS.